

**Exeter Public Library
Trustees Meeting
October 16, 2018**

Present: S. Canty, L. Haslam, D. Leonard, M. McEntee, J. Peschel, B. Young, L. Wyskiel, H. Godino

Absent: M. LaFreniere, L. Wilson

Call to Order: 6:00

Barbara opened the meeting with a roll call. She read 1 letter the YALs librarians thanking us for a donation of teen books.

Minutes of the Previous Meeting: The minutes of the September meeting were accepted with the following changes or corrections from Jim.

- 2nd paragraph: "He said that the library staff's salaries will increase in 2019 at the same rate as the town's non-union employees. The library staff will receive the equivalent of a 1-step increase on the town's non-union pay scale."
- 4th paragraph: "Jim addressed the revised Financial Policy. The Trustees went over the policy word-for-word, line-by-line and changes were approved after each section was reviewed."

Director's Report:

We have had a very successful fall session of Story Time and Lap Sit. Open Art projects are fall-themed, including scarecrow heads from popsicle sticks, fall book marks, and a fall swags using colored paper cut-outs. Sign-ups for the next session is this week. The next session will run until the week of Thanksgiving.

Children's book groups for October met on October 13 and will meet on October 20.

- Age 6 My Parents Think I'm Sleeping
- Age 7 The Chicken Squad: The First Misadventure
- Age 8 The Show Must Go On!
- Ages 9 & 10 The Somewhat True Adventures of Sammy Shine

The Lego Club meets on the first Thursday of month. This month the children created spooky Halloween-themed scenes. More kids are joining in each month.

The Hand Sewing Group meets on the third Monday of month and the children are making teddy bears. This group is also attracting more kids.

The first grade children (9 classes) from Lincoln Street School are visiting the library every morning this week. Librarians introduce them to the library, answer their question, help them find books and make sure they all have library accounts. It gets a little wild but it is fun!

Adult Book Groups: The Morning Book Group discussed Elena Ferrante's My Brilliant Friend on October 10th and on November 14 will discuss The Things They Carried by Tim O'Brien. The Evening Book Group will discuss The Poet and the Murderer on October 17th. On October 23 the Morning Group will host the showing of the movie A Quiet Passion a film about Emily Dickinson as part of the discussion of book The Poet and the Murderer. On November

22nd, the group will discuss Alibi by Joseph Kanon. Both adult book groups selected the titles they will be reading in 2019. The 2019 calendar will be set at the November meetings.

One Town, One Book: On September 27th the library hosted the kickoff event for Exeter's 4th annual One Town, One Book. The Friends of the Exeter Public Library provided refreshments. The library hosted a book discussion of this year's selection Beautiful Boy by David Sheff on October 16th. The library will also host a movie screening of the PBS documentary Understanding the Opioid Epidemic on October 22nd.

On October 25th at 6:30 pm the library will host Exeter Flower Shop's Kevin Blair and Elizabeth Murphy who will be showing examples and give advice on how to make Harvest Table Decorations, just in time to prepare for Thanksgiving.

Tech Teach continues to draw seniors to the library for 45-minute tech sessions every 1st Monday and last Friday of the month.

Our Adult seasonal craft table invites adults to make festive fall pens.

Exeter TV has expressed interest in partnering with the library for a four-week class on video editing for adults. We hope to develop this further during the winter months.

The library in collaboration with the Exeter Lit Fest now has copies of the new Exeter, NH Literary Trail map. Visitors and Exeter residents are encouraged to visit the library and explore the trail which highlights famous literary destinations in Exeter.

EPL LOVES YA: Thursday teen programming continues to draw increased interest. During October we are celebrating Fall with a Pumpkin Painting on October 4th, Fall Fest (apple bobbing, donut eating contests and caramel apples) on October 11, Duct Tape Costumes October 18th and finally Halloween minute to win it on October 25th. November 1st we will have a Halloween Party to cap the fall fun.

Teen Book Groups: The 11-year-old book group read Peak and made summit flags on Saturday, October 13th. The 12 & 13-year-old book group played Jeopardy after their discussion of Things Not Seen. The 14-year-olds & up discussed The Hate U Give by Angie Thomas before the release of the film October 19th. In November the 11-year-old group will read Hoot, the 12- & 13-year-old group will discuss Miss Peregrine's Home for Peculiar Children and the 14-year-old and up group will read Long Way Down, which was just announced as a 2018 Teen Top Ten.

October 15th was the first in a three-series class on Video Editing with Sean Bourbeau. Sean, a former WMUR employee and currently with Exeter TV will introduce teens to the world of video editing. At the end of the series, teens will produce a 30-second commercial for the library which will air on Exeter TV. Every four months we hope to create a new commercial highlighting the upcoming activities the library is hosting for children, teens, and adults.

Book talks at various senior facilities continue to be very popular. We take books for the residents to check out also.

Movies are the first and third Monday of the month at 1 pm alternating with newly released DVDs and classic films.

All library programs are free and open to the public

Operating Statement:

1. Next year the monthly appropriation will be different since the library will receive 100% of the public services appropriation at the beginning of the period.

2. Jim suggested that the Donation and Lost Materials line be changed next year to become more realistic with today's values.
3. Hope said that we should also look at the Utilities line for the same reason.
4. The Operating Statement was accepted.

Building & Grounds: -0-

Finance & Fundraising:

- Hope has a meeting with the Budget Subcommittee on October 18. She will meet with the entire Budget Committee on October 24. The final Budget Meeting for the library will be November 14.
- The library budget will go up 1.1% in 2019. The Trustees approved the final Budget.
- Jim feels that at the next meeting Hope should have an updated salary chart for all the staff to bring them in line with the town.
- He also asks for an updated organizational chart.
- Jim has sent 2 letters to the Trustees of the Trust Funds asking for the quarterly interest on the funds. He has just received a check for approximately \$ 700.00.
- Jim feels that the Trustees should get the documentation for each fund and that this might be found at the Rockingham County Courthouse in Brentwood.
- Martha is still searching for a lawyer to do Pro Bono work for the library.

Long Range Plan:

- Hope reported that the letters for the Annual Appeal are ready for Trustees to write notes on and sign. This needs to be done within the next two weeks.

Personnel and Policy:

- Martha passed out a revised procedure for the director's evaluation and a copy of a generic evaluation that she found on the NHLTA website. Barbara passed out a second revised procedure that included a timeline. Martha reviewed her revised procedure line-by-line and answered questions.
- Barbara recommended that the process be implemented as a pilot for the 2018 evaluation that will be conducted in early 2019. Laura recommended that the evaluation be completed prior to new Trustees joining the Board in March.
- Hope said that she always has goals and she reports on them each month. The Trustees feel that they need to have input in her goals and this evaluation system will allow this to occur.
- Jim introduced a motion that:
 1. The process be approved as presented,
 2. The process be modified during the November meeting to include the time line for completing the actions, and
 3. The goal-oriented evaluation process be implemented as a pilot and be completed prior to the March 2019 meeting.
- The Board approved the motion unanimously. The Board discussed customization of the evaluation form in November and distribution in the December timeframe to allow

input to be provided to the Personnel Committee prior to the January meeting so that input could be consolidated for review of a draft evaluation in January and approval of a final evaluation in February.

- Jim felt that there needs to be changes on the library's Personnel Policy, in the section named Types of Discipline: Verbal Warning and Resignations, # 1. He said that a verbal warning would be documented by the supervisor and kept in a file for 1 year at which time it should be destroyed. In addition, he said that in the Resignations paragraph, is should read, "Resignations should be submitted in writing...". These changes were both approved by the Trustees.

Social: -0-

Friends:

- The Friends have a treasurer, Susan Scales.
- They have been volunteering at the local Farmer's Markets, bring some free books and talking about the library.
- They helped with refreshments at the library's One Town, One Book meeting.
- They will meet again on November 6.

Continuing Business:

- Denise asked the Trustees to think about changing the price of Nancy Merrill's book, The History of Exeter, NH. Currently it is on sale for \$50 and the library staff has sold 1 copy. At the same time, they are taking up a lot of space that we don't have in the Staff Work Room. She feels that if we lowered the price, they might sell. It was voted to ask the Exeter Historical Society if the price could be lowered to \$35.

New Business:

- The Trustees decided that they need to form their own goals and that this will be discussed at a later meeting. Steph feels that goals are important for the Trustees and she volunteered to be in charge of a committee concerning Board Governance Initiatives. She will come up with an outline and timeline by the next meeting.
- The Trustees agree that it is important to educate new Trustees as soon as they become members of the Board. Laura is working on an orientation packet for new Trustees.
- Jim resigned his position as a member of the Board of Trustees as he is moving out of town. The members thanked him for his service and wished him well in his new endeavors.

The next meeting will be November 27 at 6:00 pm.

The meeting was adjourned at 7:50 pm.

Pam Darlington